The University of Southern Queensland
Course Specification

Description: Principles of Professional Engineering & Surveying

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>20551</td>
<td>1, 2003</td>
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Academic Group: FOENS
Academic Org: FOENSV
HECS Band: 2
ASCED Code: 039999

STAFFING
Examiner: Bruce Varnes
Moderator: Ron Ayers

SYNOPSIS
The purpose of this course is to introduce students to engineering and surveying in a stimulating way and to provide them with some understanding and skills which will enable them to effectively learn and understand their profession. Areas covered are the nature of engineering and surveying, the interaction of engineering and surveying with society and the environment, and exposure to a range of professional skills. These areas are covered by a selection of case studies and a number of modules on simple engineering planning and effective communication.

OBJECTIVES
On completion of this course, students should be able to:

- explain the conception and development process for engineering and surveying projects;
- discuss the interrelation between the various branches of engineering within a project;
- identify the different functions of engineers, surveyors and technicians working in design, manufacturing and construction operations;
- discuss the roles of engineers and surveyors in society;
- write grammatically correct technical English;
- prepare and verbally present technical information in clear and precise English;
- select and use appropriate format for technical memos, letters and reports;
- explain the need for concise, unambiguous communications in technical projects.
TOPICS

Description Weighting (%)  
1. Case studies in branches of engineering and surveying with emphasis on the role of communications in engineering and surveying. 30.00  
2. The place and role of engineers in society, including the interaction between technology, society and the environment. 10.00  
3. The importance of technical communication. 5.00  
4. Building blocks used in written communication. 10.00  
5. Written technical communication. 10.00  
6. Oral communication. 5.00  
7. The elements of engineering project work, including project planning, budgeting, resource planning and contracts. 10.00  
8. Principles for effective team functioning. 10.00  
9. Approaches to problem and conflict resolution. 10.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.


REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.


STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
<td>35</td>
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<td>Directed Study</td>
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<td>Examinations</td>
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<td>Private Study</td>
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**ASSESSMENT DETAILS**

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
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<td>PART B OF 3 HOUR OPEN EXAM</td>
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<td>30.00</td>
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<td>END S1</td>
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**NOTES:**
- The CMA tests in this course are formative (ie they carry no weighting) and do not contribute to the final mark.
- The 3 hour examination is in two parts. Part A requires an Examination Answer Sheet. Part B requires an Answer Booklet. Student Administration will advise students of the dates of their examinations during the semester.
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**IMPORTANT ASSESSMENT INFORMATION**

1. **Attendance requirements:**
   There are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2. **Requirements for students to complete each assessment item satisfactorily:**
   (i) To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available (or at least a grade of C-) for each assignment. (ii) To complete the examination satisfactorily, students must obtain at least 45% of the marks available for section 2 and at least 50% of the total marks available for the examination.

3. **Penalties for late submission of required work:**
If students submit assignments after the due date without prior approval then a penalty of 5% of the total marks gained by the student for the assignment will apply for each working day late. For students enrolled in the EXTERNAL mode, the due date for an assignment is the date by which a student must submit the assignment to the USQ. The onus is on the student to provide proof of the submit date, if requested by the Examiner.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by: (i) satisfactorily completing the examination and assignments; and (ii) obtaining at least 50% of the total weighted marks available for all summative assessment items.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
   In an Open Examination, candidates may have access to any material during the examination except the following: electronic communication devices, bulky materials, devices requiring mains power and material likely to disturb other students. Any electronic devices capable of circumventing the objectives of examinations or of disrupting other candidates shall not be permitted in the examination for this course. Laptop or palm computers are not permitted in the examination.

7 Examination period when Deferred/Supplementary examinations will be held:
   Any Deferred or Supplementary examinations for this course will be held during the examination period at the end of the semester of the next offering of this course.

8 University Regulations:
   Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL: http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook.

ASSESSMENT NOTES

1 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.

2 Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner.

3 In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.

4 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.
5 The Faculty will NOT accept submission of assignments by facsimile.

6 Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements.

7 In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

8 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

9 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination; IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

10 The Faculty of Engineering and Surveying does not offer supplementary examinations.

11 This is a communication benchmark course and a major component of the assessment of this course will be associated with the demonstration of communication skills.